

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

Page 1

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

821 - RETAIL FOODS DIVISION											
1168		ACTIVE ESTABLISHMENTS WITHOUT ENFORCEMENT ACTIONS*	US+3		US+3		O		O		*ENFORCEMENT ACTION DOES NOT INCLUDE WARNING LETTERS OR VOLUNTARY CLOSURES./PAPER & ELECTRONIC
1171		OUT-OF-BUSINESS ESTABLISHMENTS WITHOUT ENFORCEMENT ACTIONS*	AC+2		AC+2		O		O		*ENFORCEMENT ACTION DOES NOT INCLUDE WARNING LETTERS OR VOLUNTARY CLOSURES./PAPER & ELECTRONIC. PAPER RETAINED AC; AC=AFTER SCANNED
1558		EXAMINATION BOOKLETS	US+6MOS		US+6 MOS		O		P		
1559		STUDENT REPLACEMENT CERTIFICATE FORM	AV		AV		O		P		
3901		JURISDICTIONAL DATABASE	US		US		O		E		
3908		COUNTY STATUS REPORT SHEETS	2	3	5		O		P		
3909		FOOD PROTECTION MANAGEMENT CARDS - RETURNED	3		3		O		P		
3917		INSTRUCTOR FILES	1		1		O		P		
3918		LOG OF FPM INSTRUCTOR CERTIFICATES	3		3		O		P		
3945		SPONSOR FILES	3		3		O		P		
4268		ACTIVE/OOB ESTABLISHMENTS WITH ENFORCEMENT ACTION* (PENDING)	AC+10		AC+10		C		O	X	*ENFORCEMENT ACTION DOES NOT INCLUDE WARNING LETTERS OR VOLUNTARY CLOSURES./PAPER & ELECTRONIC
4269		TEST ANALYSIS	3		3		C		P		
4275		POTENTIAL FOODBORNE OUTBREAK FORMS	3		3		O		P		
1.1		2662 EMPLOYEE INSPECTION NOTES	2		2		O		P		
1.1		4016 TRAVEL RECORDS	FE+3		FE+3		O		P		
1.1		4274 INSPECTOR/FDA# LISTINGS	US		US		O		P		

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C- Confidential

VITAL CODES (Field 11)

Indicate with an X

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

Page 2

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

821 - RETAIL FOODS DIVISION											
1.1.002	4081	AUDITS - LOCAL HEALTH DEPTS.	AC+3		AC+3	O		P			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.
1.1.006	4018	COMPLAINT FILES	AC+2		AC+2	C		O			PAPER, ELECTRONIC. AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.007	4101	CORRESPONDENCE, ADMINISTRATIVE	3		3	O	R	P	X		
1.1.008	4021	CORRESPONDENCE, GENERAL	1		1	O		O			PAPER, ELECTRONIC
1.1.019	3949	NEWS/PRESS RELEASES/BULLETINS	2		2	O	R	P			
1.1.020	3951	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		P			AC=REQUEST FULFILLED
1.1.021	4343	OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		O			AC=DATE OF DENIAL OF REQUEST; PAPER, ELECTRONIC
1.1.025	3900	POLICY & PROCEDURES MANUAL	US+3		US+3	O	R	P	X		
1.1.025	4253	RULES & REGULATIONS	US+3		US+3	O	R	P	X		
1.1.027	4237	PROPOSED LEGISLATION	AV		AV	O		P			
1.1.040	4255	REPORTS & PAPERS - CONFERENCE	2		2	O	R	P			
1.1.040	4318	SPEECHES	2		2	O	R	P			
1.1.043	4252	TRAINING MATERIALS	US+1		US+1	O		P			
1.1.057	4832	TRANSITORY INFORMATION	AC		AC	O		O			PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.063	3340	MEETING MINUTES/NOTES - STAFF	1		1	O		P			
1.1.064	527	EMPLOYEE WEEKLY ACTIVITY REPORT- DOCUMENTATION FOR PERFORMANCE MEASURES	FE+3		FE+3	O		O	X		PAPER, ELECTRONIC
1.1.067	3350	SPECIAL REPORTS WITHIN AGENCY	3		3	O	R	P			

RETENTION CODES (Field 7)

* - All Audit Requirements
Will Be Met
AC - After Closed, Terminated,
Completed, Expired, Settled
AV - As Long As Administratively
Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

Page 3

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

821 - RETAIL FOODS DIVISION											
1.1.067	3358	ADMINISTRATIVE REPORTS	3		3	O	R	P			
1.1.069	4247	MISCELLANEOUS REPORTS - EMPLOYEE	1		1	O		P			
1.2.005	4816	RECORDS RETENTION SCHEDULE	US		US	O		P			
1.2.010	4820	RECORDS DISPOSITION LOGS	20		20	O		P			SEND TO RECORDS MANAGEMENT OFFICER WHEN COMPLETED
1.2.012	4825	RECORDS INVENTORY WORKSHEETS	US		US	O		P			
1.3.001	4271	AGENCY PUBLICATIONS	AC+5		AC+5	O		E			FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/TDH LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO BUREAU OF RESOURCE MANAGEMENT (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.
2.1	3805	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O		O			PAPER, ELECTRONIC
3.1	1555	INVENTORY WORKSHEETS FOR ISSUED EQUIPMENT & SUPPLIES	2		2	O		P			
3.1.019	3977	PERFORMANCE APPRAISALS/JOURNALS	2		2	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1971	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION; AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	4248	POSITION/JOB DESCRIPTIONS	US+4		US+4	O		P	X		
3.3	3948	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2	O		O			AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC
5.1.001	4056	PERFORMANCE BASED CONTRACTS	AC+4		AC+4	O		P	X		
5.1.004	4082	ADDRESS & TELEPHONE LISTINGS	US		US	O		P			

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

Page 4

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8.
Sec

9.
Arch

10.
Med

11.
Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

821 - RETAIL FOODS DIVISION

5.1.004	4265	MAILING LISTS	US	US	O	E	
5.1.011	4263	FAX USE LOG	AV	AV	O	P	
5.1.015	4273	MAILING LOGS	1	1	O	P	
5.2.010	4257	EQUIPMENT MANUALS	LA	LA	O	P	

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met	CE - Calendar Year End FE - Fiscal Year End
AC - After Closed, Terminated, Completed, Expired, Settled	LA - Life of Asset MO - Months
AV - As Long As Administratively Valuable	PM - Permanent US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X